



VFMC Referral Lab Testing Rfx3000015418

Attachment B – Specifications

LABORATORY TESTING SERVICES, AS NEEDED FOR VILLA FELICIANA MEDICAL COMPLEX, HEREIN REFERRED TO AS VFMC OR VFH (VILLA FELICIANA HOSPITAL), LOCATED AT:

**4988 HIGHWAY 10
JACKSON, LA 70748**

Contractor is to provide laboratory service to residents at VFMC. Contractor will perform all laboratory tests requested by attending physicians for which the contractor has facilities or arrange for specimen referral to a certified reference laboratory for those tests that cannot be performed by the contractor.

SERVICES TO INCLUDE ALL OF THE FOLLOWING:

SPECIMEN TRANSPORT

Specimens shall not be processed in any manner of transport that may potentially cause damage or degradation to the specimen or takes more than six (6) hours to reach the vendor's testing location.

EQUIPMENT & SUPPLIES

Contractor shall provide all equipment, software, supplies, forms, etc., necessary for the collection, labeling, and transporting of lab specimens for the period of this contract.

Contractor is to provide an adequate supply of urine cups with sealing lids and that allow for identification labels. Urine tubes and a suction needle are also to be supplied for the transfer of urine to tubes, as needed.

All replacement supplies requested by VFMC are to be delivered within forty-eight (48) hours of request.

Contractor will supply VFMC with a computer capable of receiving test results through a secure, direct connection to the contractor's system. **THIS SECURE CONNECTION SHALL BE INDEPENDENT OF VFMC'S COMPUTER NETWORK.** While on-line access to lab services is expected, the contractor-provided computer must also be capable of serving as an alternative back up service onsite with daily backups, onsite data storage, and the ability to order and receive lab results.

PICK-UP REQUIREMENTS

Contractor shall provide pick up of lab specimens once daily no later than noon, Monday through Friday, excluding the following major holidays: Thanksgiving, Christmas Day, and New Year's Day. Other holidays may be excluded from the required pickup at the discretion of VFMC.

Contractor pick up for "Stat" requests is preferred. If the contractor cannot provide pick up service for "Stat" requests, VFMC reserves the right to sever this part of the service from the contract and purchase from another source.

3000015418 - Attachment B – Specifications

“STAT” DROP OFF LOCATION

Contractor must provide a “Stat” drop off location that is located within forty-five (45) minutes of VFMC.

VFMC will provide for collection of non-blood specimens and blood specimens. Designated VFMC personnel will be trained in collecting “Stat” and unscheduled blood specimens, if needed. VFMC will insure that specimens are adequately labeled, stabilized, and available for pickup at a location agreed upon by both parties. VFMC will also insure that the laboratory request forms are filled out properly, accurately, and completely, and will complete the accurate billing information upon submission of the requisition.

REPORTING OF TEST RESULTS

Vendor must contact VFMC by telephone upon completion of “Stat” requests. “Stat” reports shall be received by fax within three (3) hours of receipt of test specimen.

All other reports shall be furnished to VFMC in a timely manner, not to exceed twenty-four (24) hours.

Routine tests shall typically be reported within twenty-four (24) hours of receipt of the specimen by the testing facility.

Lab results shall be made available to the VFMC computer furnished by vendor with secure on-line viewing within twenty-four (24) hours and vendor shall fax when necessary or requested.

TRAINING

Contractor will provide periodic in-service training sessions to update VFMC’s personnel in test ordering procedures, specimen collection, etc. associated with this contract.

CONTRACTOR LICENSING REQUIREMENTS

Laboratory shall be licensed to perform medical laboratory analysis under the provisions of the Clinical Laboratories Improvement Act of 1967 (42 U.S.C. 263A). Laboratories for this contract must be currently licensed, and maintain license throughout the contract period.

Laboratory must also have an accreditation certificate by the College of American Pathologists (CAP) or The Joint Commission. Laboratory must have been accredited for at least the previous ten (10) years and must maintain accreditation throughout the contract period.

*Legible copies of the CLIA license and accreditation certificate must be provided within three (3) business days of the bid opening date, if not included in the bid packet.

Contractor shall also be licensed with a Board Certified (Anatomic and Clinical) Pathologist to review all results and be available for consultation on laboratory results or clinical problems.

OUTSIDE TESTING

In the event that the test are not performed in the contractor’s own laboratory and are sent to an outside lab(s), there will be no additional referral charge. The certification and licensing requirements for the outside lab(s) are the same as those specified for the contract laboratory.

BILLING

Contractor shall handle all financial arrangements for services under this agreement and bill Medicare/Medicaid and accept assignment for full payment of these charges. All private pay patient

3000015418 - Attachment B – Specifications

charges will be billed to VFMC. Vendor will bill back to VFMC all charges necessary, according to the price sheet, when indicated on the lab requisition as client bill (i.e. Medicare skilled or hospital patient).

VFMC will provide accurate billing information upon submission of the lab requisition form.

Contractor shall be required to enroll or contract with all managed care organizations (MCOs) that are contracted with the Department of Health's (LDH) Healthy Louisiana Program and with LDH-OBH's behavioral health partnership contractor, Magellan. Billing for all Medicaid recipients that are enrolled as members of one of the MCO's or whose care is coordinated and covered by Magellan must be submitted to the MCO or Magellan for consideration and payment in accordance with the authorization and billing requirements of the MCO or Magellan. Contractor will be responsible for billing Medicare patients and legacy Medicaid patients that are not covered by Magellan or one of the managed care organizations (MCOs).
